



THE WHITE HOUSE  
WASHINGTON

January 26, 1977

MEMORANDUM FOR THE HEADS OF  
EXECUTIVE DEPARTMENTS AND AGENCIES

I have directed the White House Correspondence Unit to refer all appropriate mail to the Departments and Agencies of the Executive Branch for answering.

I would like for this correspondence to receive top priority handling and for a response to be in the mail within nine business days. We will have a program within the White House to follow up at that time with telephone calls to selected persons.

I appreciate your cooperation on this matter.

A handwritten signature in cursive script, reading "Jimmy Carter".

UNCLASSIFIED

CONFIDENTIAL

SECRET

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## EXECUTIVE SECRETARIAT

## Routing Slip

TO:

		ACTION	INFO	DATE	INITIAL
1	A DCI		X		
2	DDCI				
3	D/DCI/IC		X		
4	DDS&T		X		
5	DDI		X		
6	DDA		X		
7	DDO		X		
8	D/DCI/NI		X		
9	GC		X		
10	LC		X		
11	IG		X		
12	Compt		X		
13	D/Pers		X		
14	D/S				
15	DTR				
16	Asst/DCI		X		
17	AO/DCI		X		
18	C/IPS		X		
19	DCI/SS				
20	D/EE0				
21	Ex Sec	X			
22					

SUSPENSE

Date

Remarks:

Presume I will see first and will assign  
action and appropriate suspense date.

31 Jan 77

Date

3637 (7-76)

STAT

25X1

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